

Purchasing Update

Division of Purchasing
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The mind is like a parachute – it works only when it is open. *Unknown*



PURCHASING WORKSHOP

A Big Thank You to those of you who attended our Quarterly Purchasing Workshop, held in Boise at the Department of Agriculture on July 16, 2008. The next workshop for the Boise area will be combined with Correctional Industries Open House and Tour (tentatively set for October 2008) of their newest facility. We will keep you posted.



Introduction to Public Purchasing

TRAINING WORKSHOP'S

The Division of Purchasing will be offering the basic purchasing classes; "Introduction to Public Purchasing" in Boise on August 26, 2008. This class is filled but if enough interest is shown I will schedule another one for the Boise area later this year. Please give me a call at 208-332-1612 or e mail for more information. Pearl.smith@adm.idaho.gov

"Introduction to Public Purchasing" is also scheduled for Twin Falls on August 28, 2008. There is room for additional registrations at this time. Please register as soon as possible if you are interested in this class.

Classes will also be held in Idaho Falls, and CDA.

Visit our website for additional information and training dates. Other classes being offered are; Writing Effective Specifications and Developing a Request for Proposal, (RFP).

The Introduction to Idaho Public Purchasing seminar will present an overview of public purchasing basics designed for the new state employee in procurement or anyone in procurement. It contains information on competitive bidding, purchasing limits, delegated authority, contracts, and purchasing ethics. The target audience is new state employees, or employees charged with purchasing for their agency, regardless of their job title, and/or persons who supervise purchasing activities.

There is no cost to attend these seminars. Please call our office at (208)-327-7465 if you need additional information and be sure to get registered early (class size is limited) online under the State Buyer Training link at: www.adm.idaho.gov/purchasing

PURCHASING REMINDER: Brand Name and Brand Name or Equal specifications:

The rules of the Division of Purchasing Rules (IDAPA 38.05.01.111.04 and 05) allow for the use of Brand Name or Equal and Brand Name specifications under certain conditions. You are encouraged to familiarize yourselves with the use of these two different rules and the requirements of their use. Regardless of the rule you choose to cite in developing your specifications, a detailed explanation as to why a Brand Name/Brand Name or Equal must be submitted to the Division of Purchasing so the Purchasing Officer or Administrator can make the appropriate decision regarding the use of those specifications. These rules apply to all commodities.

In some cases, such as Information Technology, approvals to proceed with a particular procurement are required. It is important to note that this type of approval does not override the requirement to justify the use of these types of specifications per the IDAPA rules.

In the event written approval from the Administrator of the Division of Purchasing is required for a Brand Name specification, agencies are encouraged to contact either the Administrator or the Purchasing Manager.



Per your request(s) a schedule of the Telecommuters and the Compressed Work Schedule for the Purchasing Officers at the Division of Purchasing are as follows;

Telecommute Schedule for Greg, Tony & Mary
Monday, Tuesday and Fridays in office

Wednesday and Thursday – telecommute;
Gregory Lindstrom
Anthony Opalka
Mary Jepsen

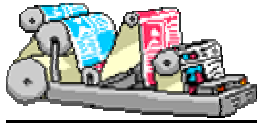
Compressed Work Schedule (4-10 hour shifts) for Pearl, Dick, Bonnie & Jason

Monday – Thursday:

Pearl Smith – 6am – 4:30 pm
Dick Vogel – 7 am – 6:00 pm
Bonnie Sletten – 7:30 am – 6:00 pm

Tuesday – Friday

Jason Urquhart – 7 am – 5:30 pm



Just a reminder that one of our larger Agencies received a call from a vendor that referenced their name as “Lazerworks” selling overstock on printer cartridges. When asked for information regarding the company, location, contact number, etc. the phone went dead. This is just a reminder that “they/scammers” are still out there, so beware!



PEOPLE ON THE MOVE

Congratulations and Welcome to Sherry Jenkins, the new Purchasing Agent for the Department of Transportation (ITD). Sherry has almost 30 years in the Purchasing Profession, both public and private sectors. Her first exposure to Idaho Purchasing was in our very own Division of Purchasing working as a Sr. Clerk. Later she was a Buyer for Boise State University and a Sr. Buyer for Parks & Recreation. Her most recent “private purchasing” was dedicated to the semiconductor industry, with positions at Micron, Zilog and NxEdge.

Sherry claims to be a “Lifer” at BSU, attending classes when time and money permit.

Sherry and husband Chuck have four (4) children, two of which are 10 year old twins. Hobby’s are LAUNDRY, watching her children dance, and soon.....5th Grade Math!

Sincere apologies if I have missed someone. Please keep me informed of promotions, moves and changes so that we can share this information with others. It is always helpful to know who the contacts are within the agencies.



STATEWIDE CONTRACTS

For a complete listing and copies of the Statewide contracts, visit our website at:

www.adm.idaho.gov/purchasing

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov